

Division of Developmental Disabilities Office of Quality Improvement Day Program Review Tool

I ADMINISTRATIVE OFFICE REVIEW

QAS: _____

Date: _____

Agency: _____

Contact : _____

Program Address: _____

Phone Number: _____

ADMINISTRATIVE OFFICE REVIEW	Y/N/NA	Comments
Annex A		
Continuous Quality Improvement Plan		
Outcome Management Report		
Community Based Services Transition Plan		
Fed & State Certificates for special wage rates		
a Available for review		
b Valid		
c Time studies available		
Monthly reviewed each vehicle:		
a Completed a safety checklist		
b Items identified as problems in 'a' were fixed		
Vehicle maintenance records are on file		

Ask if the following documents, which are located on III Records/Standards Tool, are maintained at each site location or the Administration site: **Monthly Reports, Fire/Health Inspection Reports and Policy and Procedure Manual**. The P&P may be located at the Administration site, but it is also a requirement that it be at each facility site also.

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ADMINISTRATIVE OFFICE REVIEW

10% Staff Review: Min. 3, Max. 10 files

STAFF FILE REVIEW

Staff: _____

Human Resource Records	Y/N/NA
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Copies of current certifications & licenses	Staff Initials~							COMMENTS
Drivers license								
Diplomas								
Nurse license								
Psychologist license								
Psychiatrist license								
ST license								
PT license								
OT license								

Fingerprints								COMMENTS
Receipt								
Results								

Orientation documentation~SE only								COMMENTS
Job Coach field orientation completed and documented								
SE Competency Based Training								

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Employee Training Verification	Staff Initials~							COMMENTS
DATE OF HIRE ~								
The below need to occur w/in the first 120 days of employment								
Preventing Abuse/ Neglect								
Overview of DD								
CPR								
Standard First Aid								
Medication Administration								
The below mandatory trainings do not need to occur w/in first 120 days								
IHP								
Reporting Unusual Incidents								
Infectious Disease/Universal Precautions Overview								
OSHA Standards								
Seasonal Precautions								
Danielle's Law is mandatory training								
Staff must be retrained yearly								

Training Documentation (other)								COMMENTS
Interdisciplinary Team Approach								
Inclusion								
Behavior Management								
Crisis Management								
Safety Standards								
Defensive Driving								
Proper Use of Training Techniques								
Use of Adaptive Equipment								
Division Circulars (Pertinent)								
Training to Update & Enhance Staff (as needed)								

Vehicle Drivers complete following (prior to driving)								COMMENTS
First Aid								
CPR								

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Orientation /interactions with DD individuals						
Emergency procedures						
Reporting emergencies/unusual incidents						

Documentation of annual reviews of:	Staff Initials~						COMMENTS
Rights of the developmentally disabled							
Emergency procedures							

Employee job description						COMMENTS
Date						
Qualifications						
Reporting supervisor						
Positions to be supervised						
Essential job functions						

Performance evaluation						COMMENTS
Annual Review						

Comments: _____
